

Photographers Change Status to:	Photographers Enters and click UPDATE	TexStar Responds	TexStar Enters
AVAILABLE	Enter ARRIVE & DE- PART Date/Times	CONFIRMED or NOT CONFIRMED	
TRAVEL QUOTE	In TRAVEL NOTES enter Airline, Flight#, and Cost (including luggage fee, etc.)	TRAVEL OK or tries to find better alternative	
TRAVEL BOOKED	As needed, update ARRIVE & DEPART Dates/Times	LODGING QUOTE	Enter LODGING NOTES with Lodging Name, Cost. Enter CHECK-IN NOTES with shared person
LODGING OK		LODGING BOOKED	Enter Confirmation# in CHECK-IN NOTES
CHECKED IN			
INVOICED	Enter hours and ex- penses via INVOICE button.	PAID	via direct deposit